MONROE COUNTY

JOB DESCRIPTION

Position Title: CONSTRUCTION ENGINEER		Date: 08-03-05
Position Level: 11	FLSA Status: Exempt	Class Code: 11-26

GENERAL DESCRIPTION

Primary function is to perform construction inspection, plans review, and field investigations.

KEY RESPONSIBILITIES

1. Oversees and directs staff and schedules assignments.*
2. Oversees traffic signal maintenance and construction.*
3. Performs traffic studies for traffic signal warrant, speed limits, signage, etc.
4. Ensures all construction is performed according to plans, specification, and contract documentations.*
5. Investigates complaints from public such as flooding, pavement condition, right-of-way encroachments, etc., and makes recommendation as to validity and solution.
6. Performs construction inspection for quality control.
7. Serves on Development Review Committee when required.
8. Prepares correspondence.
9. Conducts pre-bid, pre-construction, and job progress meetings.
10. Prepares cost analysis'.

* Indicates an "essential" job function.

The information on this description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities and qualifications required of employees assigned to this job.

Position Title: CONSTRUCTION ENGINEER	**Class Code**:	**Position Level**: 11

KEY JOB REQUIREMENTS

Education:	Bachelor's Degree required. Major(s) required: B.S. in Civil Engineering is desirable, however, two years of college and ten years of engineering technical experience would be acceptable.
Experience:	5 to 7 years.
Impact of Actions:	Makes decisions and final recommendations which routinely affect the activities of an entire department. Position duties may include responsibility for developing strategic plans for one or more divisions.
Complexity:	Analytic: Work is non-standardized and widely varied requiring the interpretation and application of a substantial variety of procedures, policies, and/or precedents used in combination. Frequently, the application of multiple, technical activities is employed; therefore, analytical ability and inductive thinking are required. Problem solving involves identification and analysis of diverse issues.
Decision Making:	Analytic: Supervision is present to establish and review broad objectives relative to basic position duties or departmental responsibilities. Independent judgment is required to study previously established, often partially relevant guidelines; plan for various interrelated activities; and coordinate such activities within a work unit or while completing a project.
Communication with Others:	Requires regular contacts to carry out programs and to explain specialized matters. Also requires continuing contacts with officials at higher levels on matters requiring cooperation, explanation and persuasion, as well as with the public involving the enforcement of regulations, policies and procedures.
Managerial Skills:	Responsible for making recommendations within a department in the areas of compensation, staff selection, disciplinary action, complaints, staff performance appraisal, and similar supervisory duties. Plans, assign, and evaluates the work of subordinates for effective operation and results of the unit.
Working Conditions/ Physical Effort:	Work requires occasional physical exertion and/or muscular strain. Work involves several disagreeable elements and/or exposure to job hazards where there is some possibility of injury.
On Call Requirements:	On call 24 hours pending disasters.

APPROVALS

Department Head:

Name: ___N/A___   Signature: _____   Date: _____

Division Director:

Name: ___David Koppel___   Signature: _____   Date: _9-2-05_

County Administrator:

Name: ___Tom Willi___   Signature: _____   Date: _9/2/05_

Position Title: CONSTRUCTION ENGINEER	**Class Code**: 1053	**Position Level**: 11

On this date I have received a copy of my job description relating to my employment with Monroe County.

Name: _____ Signature: _____ Date: _____